

**LOWER ELKHORN NATURAL RESOURCES DISTRICT
GENERAL MANAGER**

Nature of Work

This is responsible administrative and supervisory work responsible for the operational activities of the Lower Elkhorn Natural Resource District.

Under the direction of the NRD Board of Directors, this position will provide direct and indirect supervision to all employees of this NRD District. Work involves developing operational policies and procedures, long and short-range plans that are consistent with the District policy of wisely governing the use, and conservation of, the District's soil, water, wildlife, forest and other natural resources. This position interfaces in a variety of capacities with Federal, State and Local government agencies and manages the public relations of this District. The incumbent uses considerable independent judgment in this position with work being reviewed by the NRD Board of Directors.

Examples of Work

Provide direct and in-direct supervision to all NRD employees; participate in employee grievances, hiring, termination, wage/benefits application; monitor staff work loads and projects; ensure project deadlines are met; complete performance evaluations; tour worksites; and prepare monthly report summarizing all activities.

Develop, and implement, long and short-range plans of action in coordination with all staff and develop and implement Master Plan required every 10 years.

Serve as liaison to the Board of Directors in all policy and procedural activities; provide a variety of information/research to the Board when necessary to support District procedure and programs; and attend Board meetings as necessary.

Responsible for preparation of annual budget; the acquisition of alternative funding sources such as grants, trusts, etc.; and negotiates and approves various project/program contracts.

Serve as Public Information and Public Relations Officer for the District; interface with community organizations, chamber of commerce, service clubs, etc.; represent the District in "Partner" activities involving the USDA/NRCS, Nebraska Water Conservation Cooperative coalition, Endangered Species Act, Pallid Sturgeon Study, etc.; interface with Federal, State and Local agencies including the NRCS, Corps of Engineers, Game and Parks, DNR, etc.; and serve as District spokesperson in NARD.

Monitor relevant federal and state legislation/activities and provide updates to the Board for possible action.

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Knowledge, Skill and Ability

Considerable knowledge of Federal, State and Local agencies, laws, rules and regulations related to Natural Resource Conservation.

Ability to plan, coordinate, prioritize and evaluate the work of subordinate personnel.

Ability to establish professional and effective working relationships with Federal, State and City officials, co-workers, Board members, community organizations and/or members of a diverse population.

Ability to analyze administrative and technical problems and/or situations and to present appropriate facts and/or recommendations in written and/or oral form; and interpret and/or apply policies and regulations.

Ability to maintain accurate records and prepare clear and comprehensive reports and effectively communicate both orally and in writing.

Work is primarily performed in an office setting with possible fieldwork at worksites. Physical demands are minimal.

Desired Qualifications

Graduation from an accredited four year college or university with major course work in Natural Resource Management, Agricultural Economics, Soil Science, Water Resources and/or Agricultural Engineering, with post graduate work in water resources, geography, ecology and/or environmental law, plus a minimum of ten (10) years work experience in the area of natural resources, agriculture business, education and/or resource planning and work experience with various Federal, State and Local government agencies.

Minimum Qualifications

Graduation from an accredited four year college or university with major course work in Natural Resources Management, Agricultural Economics, Soil Science, Water Resources, Agricultural Engineering or related field, plus 5 years work experience in the area of natural resources, agricultural business, education and/or resource planning; or any equivalent combination of training and experience which provides the desired knowledge, skill and ability.

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Necessary Requirement

Possession of a valid State of Nebraska driver's license when operating a vehicle is necessary to the satisfactory performance of assigned duties.

This description was prepared to indicate the kinds of activities and levels of work difficulty required of this position. It is not intended as a complete list of specific duties and responsibilities.